

Cancer Prevention and Nutrition Section (CPNS)
California Nutrition Network for Healthy, Active Families (Network)
October 1, 2006- September 30, 2007

Target Population/ Data Sources	Objectives/Strategies, Methods, Activities, Protocols	Evaluation Method/ Measures	Time/ Quarter	Assigned Staff	Federal Match Budget FFY 2007	Source/ Partners	Performance Measures/Key Deliverables/New Materials
<i>Network</i> , California Department of Social Services (CDSS), United States Department of Agriculture (USDA) Western Regional Office (WRO).	I. BY OCTOBER 2006, ALL CFSPAIP CONTRACTORS HAVE FINALIZED SCOPES OF WORK WITH CLEAR AND MEASURABLE OBJECTIVES LINKED TO THE PROJECT'S IMPACT LOGIC MODEL AND OVERALL GOAL TO INCREASE ELIGIBLE PERSONS' ACCESS AND UTILIZATION OF THE FOOD STAMP PROGRAM.						
	A. Review contractors' draft scopes of work and provide feedback based on the CFSPAIP's impact model.	Formative, application of impact logic model to project design	Q1	Nishio, Acosta, MKNelly		USDA/FFP	Finalized Scopes of Work with SMART (Specific, Measurable, Appropriate, Realistic and Time-bound) Objectives linked to the overall project's impact logic model.
<i>Network</i> Program Management staff, contractors, and other CFSPAIP partners.	II. BY DECEMBER 2006, ESTABLISH WEB-BASED SYSTEM FOR TRACKING AND SUMMARIZING AIP CONTRACTORS' MAJOR FSP OUTREACH ACTIVITIES.						

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	A. Review with CAFB and AIP sub-contractors and revise as necessary the project indicators defined and used in FFY2006.	Process.	Q1	MkNelly, contractors		USDA/FFP	Updated list of indicators/programmatic information that contractors will report on a semi-annual basis.
	B. Create web-based system for AIP contractors to load their program tracking information and allow comparison between the participating counties.	Process	Q1	MkNelly, IT staff		USDA/FFP	Web-based system
	III. BY MAY 15, 2007, PROVIDE FEEDBACK TO ALL AIP CONTRACTORS BASED ON THEIR SEMI-ANNUAL PROJECT REPORTS SUBMITTED BY APRIL 15, 2007.						
	A. Ensure contractors clearly understand and have the necessary informational systems to complete the project's regular reporting requirements.	Process evaluation-management oriented assessment of program performance	Q1,	Nishio, Acosta, MkNelly		USDA/FFP	Reporting systems in-place, tested, and revised as necessary. Contractors' submitted semi-annual project reports.
	B. Within 30 days of submission, provide contractors feedback on their semi-annual progress reports.	Process evaluation-management oriented assessment of program performance	Q2, Q4	Nishio, Acosta, MkNelly		USDA/FFP	Semi-annual feedback provided to contractors.

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Network Program Management staff, contractors, and other CFSPAIP partners.	IV. ON A QUARTERLY BASIS, SUMMARIZE AND REPORT ON THE SCOPE AND SCALE OF FSP ORIENTED CALLS TO THE #1-800 AND EAT-FIVE PHONE LINES.						
	A. REU staff will summarize and disseminate statistics for FSP oriented calls to #1-800 and EAT-FIVE phone lines.	Process monitoring	Q1, Q2, Q3, Q4	MkNelly		USDA/FFP	Summary statistics pertaining to FSP information calls.
Network Program Management staff, contractors, and other CFSPAIP partners.	V. BY DECEMBER 2006, AT LEAST FOUR PRESENTATIONS HAVE BEEN MADE AND MATERIALS POSTED SHARING THE BEST PRACTICES AND LESSONS LEARNED EITHER AT NETWORK SPONSORED EVENTS OR OTHER VENUES WITH LARGE NUMBERS OF INTERESTED PERSONS.						
	A. Identify opportunities for CPNS staff and/or contractors to make presentations on CFSPAIP work.	Process (potentially w/ use of outcome information)	Q2-Q5	Nishio, MkNelly, contractors		USDA/FFP	Appropriate venues identified.
	B. Collect and post presentations on CPNS or contractors' websites.	Process	Q2-Q5	Nishio, MkNelly		USDA/FFP	Presentations and presentation materials. Hits/downloads of presentation materials.

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Network Program Management staff, contractors, and other CFSPAIP partners.	VI. BY DECEMBER 2007, CPNS PROVIDES USDA/WRO AND CDSS WITH AN ANNUAL REPORT SUMMARIZING PROJECT PERFORMANCE AND RECOMMENDATIONS FOR FUTURE ACTION BASED ON PROJECT MONITORING AND EVALUATION FINDINGS.	Process with use of outcome information.	Q4-Q5	Nishio, MkNelly, Acosta, contractors		USDA/FFP	Presentation, discussion, and approval of final CFSPAIP Evaluation Report; recommendations for corrective action, and possible CFSPAIP expansion.
Network Program Management staff, contractors, and other CFSPAIP	VII. QUARTERLY REPORTS (FOUR) OF THE FOOD STAMP PARTICIPATION FIGURES FOR EACH COUNTY WITH FOOD STAMP ACCESS IMPROVEMENT INTERVENTIONS AND FOR THE STATE OVERALL.						
	A. Use CDSS data, to produce quarterly Food Stamp participation reports for counties with CFSPAIP interventions and for the state overall.	Outcome monitoring	Q1, Q2, Q3, Q4	MkNelly		USDA/FFP	Food Stamp participation figures (monthly reports of the individuals receiving FSP), quarterly reports.
Network Program Management staff, contractors, and other CFSPAIP partners.	IX. WORK WITH CAFB TO SELECT AND ADAPT AS NECESSARY A FSP SCREENER SOFTERWARE THAT WOULD INCLUDE FOLLOW-UP TRACKING OF ASSISTED FSP APPLICANTS AND INCORPORATE OUTCOMES INTO WEB-BASED PROGRAM TRACKING SYSTEM.						

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	A. Together with CAFB, review available FSP screener software with applicant tracking functions and, if identified, adapt and incorporate into web-based program tracking system.	Outcome evaluation - practitioner oriented based on available resources, partnerships and informational opportunities./ Number and percent of assisted persons enrolled in Food Stamp Program, denied and why.	Q2, Q3	MkNelly, Nishio		USDA/FFP	Web-based summary of percent of asisted FSP applicants enrolled, denied and reasons why denied
	B. Synthesize and summarize contractor information for final reports to <i>Network</i> Senior Staff, IFAC, FANOut, CDSS, and USDA/WRO.	Same as above.	Q5	MkNelly, Nishio contractor		USDA/FFP	
Network Program Management staff, contractors, and other CFSPAIP partners.	IX. WORK WITH CAFB TO IDENTIFY AT LEAST TWO AIP CONTRACTORS WHO RECEIVE APPLICATION DETERMINATION INFORMATION FROM THEIR COUNTY SOCIAL SERVICES AGENCY DATA TRACKING EFFORTS ON THE STATUS OF ASSISTED PERSONS AND INCORPORATE OUTCOMES INTO WEB-BASED PROGRAM TRACKING SYSTEM.	Same as above.	Q2, Q3	MkNelly Nishio contractor		USDA/FFP	Presentation, discussion, and approval of final CFSPAIP Evaluation Report; recommendations for corrective action, and possible CFSPAIP expansion.